

REASON FOR						POSITION DESCRIPTION COVER SHEET	
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
RECOMMENDED							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
OFFICIAL							
10. TITLE Insects Production Worker							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER	
WG	5031		03	MONTH/DAY/YEAR	YES	NO	MS
				4-22-2002			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR		25. FLD/BMK		26. POINTS		FACTOR	
25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK	
1. Knowledge Required				6. Personal Contacts			
2. Supervisory Controls				7. Purpose of Contacts			
3. Guidelines				8. Physical Demands			
4. Complexity				9. Work Environment			
5. Scope and Effect				27. TOTAL POINTS			27.
JGS for Insects Production Worker, WG-5031 (TS-25 dtd 6/73)						28. GRADE	
						28.	
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA						30. Date 4/22/02	
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks Standard Job#5031-03						33. OPM Certification Number	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				03	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)
WG	5031		0001	INS PRODN WRKR
6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA	6=Leader WLGE 8=All Others	X=New Std. Applied Blank=NA	N=NO Y=Interdis
				MO DAY YEAR
				4 22 02
11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	A I=Inactive A=Active	MO DAY YEAR	MO DAY YEAR
16. INTERDIS. SER. (40)				
(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)				
(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
N E=Exempt N=Nonexempt	0 N 0=None 3=SF 278 4=OGE 450	A=Sched A B=Sched B C=Sched C	0=Excepted but not A, B, C	1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk
6. WK. TITLE CD. (4)	7. WK TITLE (38)			
8. ORG. STR. CD. (18)	9. VAC. REV. CD. (1)			
1st 2nd 3rd 4th 5th 6th 7th 8th	0=Position Action No Vacancy A=No Change	B=Lower Grade C=Higher Grade	D=Different title and/or series E=New Position/New FTE	
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)
		Blank=N/A Y=Yes	Slate (2) City(4) Cnty(3)	15. DT. LST. AUDIT (6)
				MO DAY YEAR
18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. (4)	
N 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG	4=Sup./Program 5=RGE 6=Policy Analysis GEG	MO DAY YEAR	MO DAY YEAR	Y=Perm N=Other
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)				
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.	Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.	Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change	5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.	9=Other
23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)
MO DAY YEAR	MO DAY YEAR	A 1=Inact. 2=Act.	MO DAY YEAR	
30. CLASSIFIER'S SIGNATURE	31. DATE			

32. REMARKS

Standard Job #5031-03

Insects Production Worker
WG-5031-03
(Nonexempt)

Standard Job #5031-03

A. MAJOR DUTIES

Typical, but not all-inclusive, tasks are as follows:

Prepares cages and vats used for breeding colonies.

Prepares standard types of rearing media, replenishing as needed.

Washes and separates larvae and pupae; places pupae on trays and stores for necessary aging period. Measures aged pupae and places in canisters for sterilization.

Packages sterilized pupae; places emergency feeding kit in pupae carton; secures carton and places in designated storage area.

B. FACTORS

1. SKILL AND KNOWLEDGE

A basic knowledge of the limited types of insects handled.

Ability to understand and follow oral instructions, and read simple figures such as cage numbers, dials and thermometers.

Knowledge of standard ingredients for most common media.

2. RESPONSIBILITY

Work is performed under a supervisor who provides instructions and training on the methods and procedures to be used, cites precautions to be observed, and the standards to be maintained.

3. PHYSICAL EFFORT

Constant standing and walking on concrete floors and moderate physical effort to lift and push wheeled tray, racks, and equipment.

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4. WORKING CONDITIONS

Work is usually performed indoors. The employee is usually subjected to disagreeable odors and fumes, high humidity, and above average temperatures. Employee is also exposed to cuts or bruises.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: